



ADDENDUM NUMBER 2

REQUEST FOR PROPOSAL CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES RFP # CD-FY19 COMMUNITY DEVELOPMENT SERVICES

**PROPOSALS DUE:
JANUARY 31, 2019 NO LATER THAN 2:00 P.M.**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Questions:

1. RFP page J-1-9, article 3.1.c) requests a Community Development Liaison be provided, yet this job description is not included later in section J nor does it appear on the cost spreadsheets. Is the City's intent to have one of the key personnel serving on the contract in another position to act in this role? **Answer: Yes**
2. RFP page L-10 article L.8.8.6 requests Safety information be provided that relates to the reference projects only. However L.8.8.6.1 references OSHA citations of the Offeror's operations and OSHA logs for the past 3 years, which are typically generated for the entire company. Please confirm that safety information to be provided need only apply to the reference projects. **Answer: Per the noted section, the Offeror shall include OSHA citations of any of the Offeror's operations during the past three (3) years.**
3. Please clarify where in Volume III Cost/Price Proposal that the completed Section J Attachment 06 should be submitted? On page L-11 the RFP outlines the 3 Sections of the Cost/Price Proposal, should Attachment 06 follow the Task Order Proposal in Section 3? **Answer: Section J Attachment 6 is part of the contract and should be submitted with the executed contract copies in Volume IV. The information requested in Section J Attachment 6 is required in order to fill out section 2 and section 3 of Volume III. It is not submitted as part of Volume III.**
4. Are vehicles to be provided by the City, and all vehicle related expenses to be carried by the City? **Answer: Yes**
5. Will the City provide all furniture, office space, computers, electronic devices, and cellular phones required for Offeror's staff to service this contract? **Answer: Yes**

6. Is there a maximum Burden % that the City will accept for the Offered to derive their cost/pricing? [Answer: Yes, the maximum burden % is .90. Any rate above that will be deemed unacceptable.](#)
7. Does the City anticipate having the planning and zoning division undertake any neighborhood/corridor plans during the contract period and would that be an addition to the scope? [Answer: Not at this time. If it comes up in the future, the City may consider adding it to the scope.](#)
8. Does the City anticipate any major updates to the zoning ordinance or consider a unified development code? [No, the City just adopted a new Development Code in Aug 2017.](#)
9. Are both the RFPs for General Government Services (CD-FY19) i.e. the outsourcing model that the City has utilized for past years for planning and public works management? [Answer: Yes.](#)
10. Will the City publish separate RFPs for any one-time projects such as the Livable Cities Initiatives, Small Area Plans, Comprehensive Plan updates, and related planning and design efforts or will these projects be awarded to the team/s selected through the Community Development General Services contract (CD-FY19)? [Answer: The City will consider all options.](#)
11. Current staffing is provided on pages L-15 through L-17. Are proposers required to provide the same number and type of positions as specified in the tables for FY20 in the Rate Development Template (RDT)? [Answer: No.](#) Can fewer or more positions be provided as part of the proposer's approach to the RFP? [Answer: Yes](#)
12. Please confirm if offerors can provide alternative staffing plans in response to staffing referenced in L-1-4 [Answer: Yes](#)
13. Can additional Position Titles be added to the RDT? [Answer: Yes](#)
14. Page L-6, Table L.1 - Are the page limits for each specific task requirement (i.e. Community Development – 10 pages) in addition to the 25-page limit for the General Requirements, or inclusive of the 25-page limit? [Answer: Yes, in addition to the 25 page limit.](#)
15. Will the City be providing gas, insurance and vehicle maintenance for city fleet? [Answer: Yes.](#)
16. Can city vehicles be taken home by contractors? [Answer: Only if approved by City Management.](#)
17. Will the City provide uniform type shirts and pants for field staff? [Answer: Yes](#)
18. If we wish to interview existing staff to serve in a key role, can offerors contact existing employees so they can be included in a commitment letter? [Answer: The incumbent staff are not employees of the City. Therefore, the City does not take a position regarding contact with incumbent contractor staff. Offerors are responsible for selecting personnel to satisfy the Statement of Work requirements.](#)
19. Does the City's pricing approach incorporate PTO and sick days? In other words, will contractors need to credit the city for any unworked hours associated with PTO and sick days. [Answer: Yes, the City's pricing approach incorporates PTO and sick days. Please see section L.8.9.4.5 Compensation Template B- Fringe Benefit Policies \(TCB\) on page L-14.](#)
20. Volume IV requires us to provide a signed model contract. The RFP references title blocks 10 through 14 on the contract signature page, however numbered blocks are not included on the signature page. Please clarify where the contractor needs to execute the form. [Answer: The contractor should execute the section labeled Contractor on the Signature page found immediately after page K-3-1.](#)

21. Does the City provide proactive code enforcement or is all activity complaint driven? **Answer: The City provides both proactive and complaint driven code enforcement.**
22. How can we obtain copies of the current contracts? **Answer: The current contracts have been revised and are not relevant to this procurement.**
23. What is the current pay rate per position? **Answer: Please use the link below to access the most recent fiscal years task orders from the June 19, 2018 Mayor and Council meeting to see the current pay rates per position.**

<http://www.sandyspringsga.gov/Home/Components/MeetingsManager/MeetingAgenda/HtmlView/?id=4749&published=True&includeTrash=False>

24. On the current contract, how many vendors were awarded? **Answer: Multiple qualified vendors were awarded contracts but only one task order was awarded per work package.**
25. Companies without OSHA violations, how do you want it addressed in the bid package? **Answer: A statement that there were no OSHA violations should be included in that section of the bid package.**
26. Regarding Key Personnel resumes -- If a Key Person has been with our firm for more than five years, are we correct in assuming that we would not need to provide the information requested in Attachment L-1 part 9? Part 9 reads as follows:

Previous positions (last five (5) years)

- a. Firm and period of employment
- b. Significant experience
- c. Number and type of employees supervised
- d. Specific projects
- e. Immediate supervisor's name, address, telephone number and employer (indicate if supervisor may be contacted)
- f. Provide two (2) customer references, including address and telephone number

Answer: The information requested should be provided even if it is for experience with your firm.

27. For a Key Person who has not been with our firm for at least five years, are we to include two customer references for the overall resume, or is Sandy Springs requesting two customer references for each of the previous positions over the last 5 years? **Answer: Two customer references for each of the previous positions over the last five years.**
28. Regarding the Fee Proposals -- We understand that we are to provide a stand-alone staffing and fee proposal for each department that we are proposing on and we will do so. However, when considering proposing on more than one department should we see an opportunity to create efficiency, if we were to be awarded more than one department would the City want to see that proposal? **Answer: No.** If so, will the City describe how it wishes to receive that proposal? **Answer: N/A**

I hereby acknowledge receipt of Addendum Number 2 for RFP #CD-FY19 City of Sandy Springs General Government Services Community Development Services and have incorporated the changes into my response for the above mentioned Request for Proposal.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____